



**Building  
Professionalism  
Through Integrity**



**WHAT IS SEXUAL HARASSMENT?**

Sexual Harassment is defined as unwelcome advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when:

1. Such conduct is made either explicitly a condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; **OR**
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

**EXAMPLES OF  
SEXUAL MISCONDUCT**

Sexual harassment may include but is not limited to the following behaviors:

1. Staring or leering with sexual overtones;
2. Spreading sexual gossip, whether true or not;

3. Unwanted sexual comments;
4. Pressures for sexual activity; **OR**
5. Any unwanted physical contact of a sexual nature.

## **PROCEDURES FOR FILING A COMPLAINT**

The Director of Personnel is the District's contact person for all matters dealing with sexual harassment.

Any person who alleges sexual harassment by any staff member or student of the Levy County School System may use the District's grievance procedures and contact the Director of Personnel; or may report such action to any teacher, principal, administrator, or other responsible person within the worksite where the action occurred.

All reports of sexual harassment shall be investigated as promptly as possible.

Filing a complaint of sexual harassment will not reflect upon the individual's status, future employment, work assignment, future grades, or extracurricular activities.

## **CONSEQUENCES FOR VIOLATION OF POLICY**

Sexual harassment is unlawful. A substantiated charge of sexual harassment against a School Board employee and/or student shall subject the employee and/or student to disciplinary action (i.e., warning, suspension, termination, expulsion) subject to applicable procedural requirements and consistent with the Code of Student Conduct.

## **NONDISCRIMINATION**

The School Board of Levy County forbids discrimination in any form on the basis of race, color, sex, religion, age, disability, or national origin whether by an administrator, teacher, any other adult, or any student on school property or at any school-related activity except as provided by law.

## **SUPERVISOR/TEACHER'S ROLE**

It is the responsibility of the supervisor/teacher to take steps to prevent, investigate, respond to, and stop all unlawful sexual activity and/or acts of harassment/discrimination.

## **LEGAL LIABILITY**

Failure to take steps to prevent or stop unlawful harassment (sexual and/or discriminatory) may result in not only liability to the employer (School Board) but personal liability to the supervisor or employee.

## **WHAT IF MY BOSS/TEACHER RETALIATES?**

Report it immediately! Retaliation is against the law. Even if the allegation is found to be unfounded or untrue, it is against the law to retaliate when reports are made in good faith.

## **WHAT ABOUT CONFIDENTIALITY?**

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

## **LEGAL AUTHORITY**

Federal legislation such as Title IX, Title VII Civil Rights Act, and other laws dealing with teacher/ administrator certification, child abuse statutes, and criminal rape statutes.

## **SCHOOL BOARD OF LEVY COUNTY**

Send complaints to:

Candy Dean

Director of Personnel

P.O. Drawer 129 Bronson, FL 32621  
(352) 486-5231 Fax: (352) 486-5249  
E-Mail: [deanc@levy.k12.fl.us](mailto:deanc@levy.k12.fl.us)